

## Dean of College

**Start Date:** July 1, 2018

**Location:** New York

### Summary:

Achievement First seeks a **Dean of College** to lead the college team and ensure 100% college acceptance and matriculation among the graduates. He/she serves an integral role to the mission of the school, working closely with the principal, leadership team and faculty to increase student awareness about college life, to guide the college search, and to support students through the application process.

This position is an extraordinary opportunity for a leader in college advising and early college awareness. The right candidate will combine exceptional communication and management skills with capacities for strategic thinking and acute attention to detail. He/she will demonstrate a relentless commitment to excellence and will share AF's vision of access to and success in top-tier college education for underserved populations. As a member of the school leadership team, deans work together to ensure that all students show dramatic student achievement gains and develop strong character skills to help them succeed in college. Reporting to the principal and network senior director of college, the **Dean of College** will work with principals and school-based college staff to build and sustain highly effective college initiatives including: early college awareness and skill building for students and their families; enrichment and summer opportunities access; college entrance exam management; college advising and financial aid application processes; matriculation and transition to college; and alumni support. The position is based in Brooklyn, NY.

The Dean of College's Responsibilities will include but are not limited to:

### School-Based Responsibilities

- Manage all school-based college staff: college counselor, summer programs coordinator, and Foundation of Leadership teachers
- Manage college office budget in tandem with the director of school operations
- Participate and contribute to the school leadership team via weekly meetings, summer retreats, etc.
- Conduct weekly team meetings that inform and align to the team's yearly goals
- Collaborate and ensure sharing of best practices across regions in relation to college counseling, summer and alumni programming

### College Process

- Execute and monitor systems that ensure an efficient and effective college application process;

- Codify and institutionalize all processes, procedures and supporting documents for the college application process on Better Lesson
- Provide one-on-one college counseling to a caseload of seniors through the admissions cycle including, but not limited to, creating a college list, writing and revising the personal statement, advising on financial aid, and making final matriculation decisions
- Through management of the college counselor, arrange strategic college representative visits to the high school during the fall application season and market and brand AF high schools to all national colleges and universities
- Build and maintain relationships with colleges and universities to create partnerships benefiting both the school and students
- Edit the annual school profile

### **Alumni Programming**

- Maintain systems for managing the alumni counseling office including the master calendar, success toward articulated goals and metrics, and the development of alumni rituals and traditions
- Facilitate/Connect alumni counselor to best practices, partners and resources to ensure a robust build of the alumni program
- Coach the alumni counselor in teaching the Foundations of Leadership IV: Transitions course to all seniors
- Analyze data with alumni counselor and the network director of alumni programs to make recommendations for improving AF's high school programming and alumni support program

### **Summer Opportunities**

- Build and maintain systems for managing summer programs including the master calendar, success toward articulated goals and metrics and the development of new and continued community partnerships
- Ensure strategic integration of summer programs benchmarks calendar with the entire school and the Foundations of Leadership curriculum

### **9-12 Foundations of Leadership Course**

- Oversee & manage the comprehensive 9 through 13 Foundations of Leadership curriculum including the 9-12 Foundations of Leadership and Transition to College Seminar
- Instructional coaching and management of all Foundations of Leadership teachers
- Track progress of all college initiatives using Naviance (success planning, career planning and college planning)

### **College Entrance Exams**

- Manage and maintain a relationship with the College Board including but not limited to test dates, score reporting, PSAT and SAT and Advanced Placement tests
- Oversee and evaluate SAT prep programs both in-house and external partnerships
- Ensure timely uploading and sharing of test data to inform both college and school practices
- Evaluate test results to identify possible school-wide intervention strategies

### **College Going Culture**

- Accountable for all college initiatives and the success of those initiatives
- Attend and participate in leadership meetings to ensure college and alumni perspective on school-wide decisions
- Coordinate with advisory and grade level team to ensure collaboration and support of college initiatives in the school
- Ensure operations and academic teams are informed, aligned and supporting the data needs of the college team, i.e., transcripts and Naviance, data imports from student information systems
- Plan and execute targeted, strategic college visits aligned to the 9-12<sup>th</sup> grade scope and sequence
- Plan and execute Senior Signing Day

### **College and Alumni Report Card**

- Designate owners for each metric in the College and Alumni Report Card
- Manage and track progress to reaching both monthly and end of year goals
- Prepare monthly reports to send to Network Support on monthly metrics and progress to goals

### **Skills and Characteristics**

- Excellent organizational skills and acute attention to detail
- Ability to see multiple projects with many moving parts through from beginning to end
- Strong analytical and writing skills
- Strong focus on results and the flexibility and willingness to do “whatever it takes”
- Ability to thrive in a fast-paced, entrepreneurial environment
- Ability to work autonomously, as well as to take direction

- Exceptionally skilled at analysis, communication, persuasion, and negotiation
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work-ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Solid technical skills and experience with Microsoft Word, Excel, PowerPoint and Naviance

### Work Experience

#### **College Advising Experience:**

- At least three years of demonstrated success in advising low-income, first generation college applicants and their families in all phases of the college and financial aid application processes including student admissions to selective colleges and favorable financial packages
- Track-record of developing early college awareness programs
- Wide knowledge of East Coast and national colleges including degree programs, opportunity programs, diversity programs, admissions criteria, defining “fit” for first-generation low income students, as well as familiarity with admissions personnel
- Track record of participation in and presentation at local, state, and national college admissions counseling events and professional organizations

#### **Management Experience:**

- Successfully managed a team to performance metrics
- Successfully coordinated programs, events and college trips
- Applicants should have demonstrated experience developing and codifying systems and procedures

#### **Teaching Experience:**

- High School teaching or training experience required

#### **Compensation**

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

#### **To Learn More and Apply:**

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>.

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus.

You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.